

Gardens I Rules & Regulations

The following rules and regulations apply to and are for the benefit of all owners, occupants, visitors and renters of the condominiums in Gardens I of St Andrews Park and are designed to maintain the property, buildings and facilities to the highest standards.

The Board of Directors is obligated to ensure that all owners are in compliance with all governing documents of the Association. Unit owners are responsible for ensuring that all persons using their units are in compliance with these Rules & Regulation, as well as the Declaration of Condominium, Articles of Incorporation and Bylaws of the Association.

MANDATORY FORMS:

The following forms **MUST** be filled out and turned into the Argus Office

- **OWNER INFORMATION FORM** - This form **MUST** be filled out entirely and turned into Argus to ensure that they are able to contact you if there is an emergency and also to ensure the accuracy of their records. This information is utilized **ONLY** for association business and is never sold or shared.
- **RENTAL APPLICATION/GUEST REGISTRATION FORMS** - If you choose to rent your unit, these forms **MUST** be turned in to the Argus office 10 days before rental begins.
- **SALES APPLICATION FORM** - If you choose to sell your unit, this form **MUST** be turned into Argus at least 10 days prior to the closing date.
- **ARCHITECTURAL REVIEW COMMITTEE FORM (ARC)** - If you plan to make any changes to your unit, this form needs to be submitted to Argus for approval before work is done.
- **WORK ORDER FORM** - If you need work done in or around your unit that is the responsibility of the Association - please fill out this form and email it to Argus : frontdesk@argusvenice.com

COMMON ELEMENTS

- All residents **must be considerate** of other residents. TV's, radios and conversations must be moderate, to a level of sound that will not invade your neighbor's privacy. No resident may cause loud or objectionable noises or obnoxious odors to emanate from the unit or the common elements which may cause a nuisance to the occupants of any other unit. Loud or objectionable noises and/or obnoxious odors will be determined by the Board of Directors.
- An Exterior Modification Request **must be submitted** and approved for any alteration and/or addition to any portion of the unit that is visible from the common elements. This includes, but is not limited to, screen doors, lanai enclosures and storm shutters. Combination locks must have keys.

- No signs except security system decals and decals indicating that pets are inside in case of a fire are permitted to be placed on any portion of common elements or limited common elements or any portion of the unit visible to the common elements without written permission of the Board of Directors. Open House signs will only be permitted when in accordance with the approved St Andrews Park rule as adopted.
- There may be **no change** to the common element without written permission of the Board of Directors.
- The banisters are not to be used for hanging towels, mats, rugs, or plants. No carpeting, other than doormats shall be on the landings and/or sidewalks.
- There is no dumping of cigarette butts, car oil, paint, etc in the dumpsters, drains or any other place on the common grounds. Hazardous waste may be taken to the Household hazardous waste center on Jackson Road.
- Carports - The area of an owner's carport is defined by the outer edge of the two cement slabs for that carport. The carport shall be used solely for the parking of a private passenger vehicle, a golf cart and two bicycles, provided all remain within the defined area of the carport.
- Holiday decorations including lights and wreaths are allowed on and near the doors and carports. Decorations must not interfere with any other unit. No decorations may be placed on stairways.
- No personal Grills are allowed. A community grill for Gardens I is located by the garbage enclosure which is funded by Gardens I residents. They also provide the propane used for the grill. No funding for this grill or supplies needed for the grill will be provided by the Gardens I association. There is also a community grill located next to the Cabana at the "Montrose" Pool.
- You may not store anything flammable in your shed or carport (propane tanks, gasoline cans or gasoline powered tools).
- No feeding of wild animals, including birds

PARKING

- One parking space is assigned to each unit under the carport and is numbered accordingly. It is for the use of the occupant of that unit. This space is not to be used by anyone else except with written permission. The remaining spaces are for the overflow from the occupants and guests.
- Parking spaces are for parking vehicles and are not intended for storage. All vehicles in any carport or other parking spot must be in working order and properly licensed. Vehicles may not be kept on blocks or lifts. There may be no vehicle repair on Association property, except for emergency repair necessary before removing the disabled vehicle from the property.
- Overnight parking is restricted to passenger vehicles only; no commercial trucks, trailers, motorhomes or boats are permitted. Owners are responsible for any damage to parking spaces, including any oil spots.
- No vehicles containing business advertising are allowed except for vehicles owned or operated by professional businesses or trade persons coming upon the premises temporarily to perform services. No "For Sale" signs are to be displayed in/on vehicles.
- No parking is permitted on the grass or in any other area not designated as a parking area. Driving on the grass is not permitted.

PETS

- **One dog or one cat** may be allowed in any unit. Visiting pets, no matter the length of the visit, must not cause the unit to exceed one dog or one cat at any time. No pet shall be left on the lanai when the condominium occupant is absent.
- **NO PETS ALLOWED FOR RENTERS THAT ARE RENTING YOUR UNIT.**
- Pets **MUST** be kept on a leash and accompanied by their owner when outside of the unit. Owners are responsible for cleaning up after their pet.
- Any animal that becomes a nuisance or danger to other unit owners, in the sole opinion of the Board of Directors, such animal shall be removed from the unit immediately.

TRASH AND GARBAGE, RECYCLABLES

- The garbage enclosure is located between buildings 802 and 804. It contains one large dumpster and several recycling bins. **Only owners and occupants of Gardens I** are authorized to use this dumpster. Should others be observed using our dumpster, please contact our Property Manager or a Board Member.
- Sarasota County requires that garbage be placed in the dumpster in closed bags. Recyclables must be placed in the containers without bags. Cardboard boxes must be disassembled to a size less than 2'x3' and placed flat in the recycle bins behind the dumpster. No plastic bags are allowed in the recycling bins. Plastic bags can be returned to most grocery stores for recycling.
- Please take all hazardous items to the Sarasota County Waste Drop-off Center on Jackson Road.
- **Any large personal belongings such as furniture or mattresses, or specialty items such as electronics or appliances cannot be placed in the garbage dumpster. Owners must call the refuse company for a special pickup. (941-557-5040) The charge for doing so will be the responsibility of that unit owner.**

REMODELING

- **When remodeling your condo, you must be sure that you or the contractors to not wash the following items down the drains:**
 1. Paint – Latex paint can harden in sewer lines when rollers, brushes and other paint items are washed in a sink, tub or shower. They must be washed in a separate container. Small amounts of water contaminated with Latex paint can be dumped outside in scrub areas. Larger amounts must be left to dry, and residue can be placed in a bag and placed in the dumpster. If you use oil base paint and clean with paint thinner, the left-over product must be taken to the household recycling center on Jackson Road.
 2. Plastering – No plaster residue can be washed down any drain. Once in the sewer pipe it will harden and eventually cause a clog. Whether you or your contractor cause this problem, you **WILL** be charged for cleaning out of the pipe.
 3. Tile Adhesive and Grout – This is the same problem as plaster and you as the owner and/or contractor must never wash any material down a drain. Again, you can be held responsible for the cost of cleaning the pipe.

- Contractors are **not permitted** to use our dumpsters for construction debris. Please inform your contractor that they must haul away construction debris.
- Sprinkler Heads - Any sprinkler heads that are painted or damaged by hanging items on them **will be replaced at the cost of the Unit owner.**
- Upstairs Unit owners are responsible for ensuring that any flooring installed does not increase noise level for owners below them. Cork underlayment or other approved insulating products is strongly encouraged before new flooring is installed.

HOME-CHECK COMPANY

- For owners who only use their units part time - It is **IMPERATIVE** that you have a Home-Check company check your unit at least once a month to ensure that there are no problems that will negatively affect your fellow neighbors or the association. Any interior damage to your unit or a neighbor's unit caused by any fixture, appliance, water piping, or any other personal effect inside your unit, is your responsibility and **you will be liable** for those associated costs to repair any damage. You also need to give your Home-Check Company information to Argus.

EXCESS WATER USAGE

- It is the responsibility of the owner(s) of each unit to control the amount of water used every month. This includes the normal levels for cooking, washing and bathing. Excess usage which is caused by leaky toilets or faucets or any other personal property inside a unit will be charged back in its entirety to the unit owner(s) responsible for the excess use. Every unit owner can do one or more of the following to avoid these types of occurrences.

They include:

1. Hiring a home check company to enter your unit on a regularly scheduled basis. The board recommends at least twice a month visits to avoid major disasters.
 2. Turn off your outside valve and apply a lock as prescribed by the board to prohibit unknown persons from turning your water back on after you leave for the season.
 3. Turn off your interior valves leading to your toilets, sinks and refrigerators.
- Any excess usage will not be tolerated and any and all action will be taken by the board to recover the monetary damages including small claims court.

MAINTENANCE FEES

- The association fees are due and payable on the 1st day of the beginning of each quarter as established by the Board annually. Payments received after the 10th day of each quarter, will be charged late fees based on an annual interest rate determined by the board.

KEYS

- It is **REQUIRED** that each homeowner give Argus Management a key to their condo and shed. This allows Argus to gain access in case of emergency, inspections, pest applications when necessary and, as many have found, when you lock yourself out.
- It is **REQUIRED** that any homeowner who leaves a vehicle here while they are away, either give a key to a neighbor that is a full time resident, or leave the key in an obvious place that it can be accessed when Argus would enter your unit. This is for situations where the car might need to be moved for any work being done in the carports or parking lot area or in the case of an emergency situation.

INFRACTION PENALTY

- The **first infraction** of any rule by an owner will be given a **written warning**. The **second infraction** of any rule by the same owner will be charged a **\$50 fine** per rule that is broken.

ARGUS WEBSITE

- Please use the website for Argus Management of Venice or contact Argus (941-408-7413) to get your ID and Password so you may access Gardens I site. You can find our rules and regulations, Owners going away checklist, Association documents, forms for renting your condo, guest applications, meeting minutes, Gardens I budget and other information.

Remember . . . Condo living is about being aware and considerate of your neighbor. Please be a good neighbor and respect the rights of others.

Thank you . . . Your Board of Directors

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EXTENDED ABSENCE/SEASONAL CLOSING

- **Turn off** main water supply to your unit
- **Turn off** water supply to washing machine and hot water tank
- **Turn off** the inside valves to your toilets or put a locking device on YOUR outdoor valve. (Toilets can start leaking at any time. Either one of these choices will give you an extra layer of protection to prevent possible drainage to your unit and/or increased water and sewer costs to Gardens I.) ANY LEAKING WATER FIXTURE THAT RESULTS IN HIGHER THAN NORMAL WATER AND SEWER CHARGES TO GARDENS I WILL BE YOUR RESPONSIBILITY AS WILL PAYMENT TO THE ASSOCIATION FOR THOSE CHARGES.
- Remove and store all personal items from common and limited common areas, bring in all porch and lanai furniture, wall decorations and plants.
- Lock doors and windows
- Remove perishables from cupboards and refrigerator
- Empty and turn off icemaker
- Run ice cubes through the garbage disposal (helps to clean and sharpen blades) pour ¼ to ½ cup vegetable oil in the disposal and run for a few seconds to prevent rust.
- Put vegetable oil in drains to seal and prevent water evaporation
- Turn refrigerator off and leave door ajar or close door and leave refrigerator on low to prevent mold.
- Run dishwasher full cycle without detergent
- Leave ajar doors of cupboards, closets, oven, dishwasher to prevent mold
- Close draperies and blinds to minimize the effect of fading from the sun on carpets and furnishings.
- Set air conditioning to 78 degrees/ automatic fan and leave on. Set humidistat at 58%
- Unplug or turn off circuit breakers for your devices that might be damaged by power surges. (Comcast recommends that you leave their equipment on)
- Have mail forwarded
- Use an air conditioning drain line cleaner before leaving. This will help prevent a natural occurring microorganism called Zooglea to clog the line due to high heat, humidity and lack of ventilation. This will prevent the need for a service call from you AC service company.
- Make sure Argus Management has your correct phone number, emergency contact information and keys to your unit and shed in case of emergency.